



City of Alameda • California

January 11, 2012

Dear President Atkin and Members of the Library Board,

This letter is to bring you up to date on activities during the month of December, and to provide a look forward to some of the projects which will be coming up.

Library Services Reports: (Consent Agenda). The November Activity Report is included in your Board Packet. The Expenditure Report is also included, just for clarification, the negative amounts in personnel benefits, long term disability, sick leave, etc., is a result of the pay out for the lay-off of the Executive Assistant; and the extended medical leaves of one of our Library Technicians (who will retired on October 11); and one of our Supervising Librarians.

The corrected Minutes for the November Library Board meeting are included in this Board Packet. After a city-wide computer upgrade of the email system in November, the Executive Assistant's computer has been having issues, crashing at inopportune moments. Unfortunately, the November minutes were a casualty of the crashes several times prior to the December packet assembly. Somehow, incomplete minutes were included in the December Board packet. The correct minutes for the November meeting and minutes for the December meeting should be in this month's Board packet.

A random check in December of the computer workstations at the Main Library found two Internet workstations on the second floor out of service. Everything was functioning on the first floor.

Main Library Update. The Library continues to operate through the holidays. The barrel for the Alameda Food Bank fills and is picked up frequently. Business is brisk. Both the West End Library and the Bay Farm Island Library were closed on Christmas Eve and New Years Eve while the Main Library remained open from 10:00 a.m. to 4:00 p.m. with minimal staffing. No complaints were received and staff reported that customer traffic was manageable. Part time Library Associate Ryk Sheppard and Part time Maintenance Assistant DAs Peabody kept the book drops at all three locations under control through the closed days.

As of the first of the year staff will discontinue charging the \$5.00 fee for Interlibrary Loans. Circulation Supervisor Laura Klatt and Library Associate Nataylia Korzinina thank the Library Board for approval to discontinue the fee. It was a six-month experiment which did not pan out as expected.

City Human Resources continues to work the numbers with the Library to figure out a way to hire "two for one" with the retirement of Supervising Librarian Arta Benzie-Youssef. Now would be the time to restructure before the new budget year discussions are in full swing.

The elevator has received a software upgrade which, we are told, will solve the issues we have been experiencing. Only time will tell. The Capital Improvement Project paperwork has been distributed to the various departments and a request for a quote on the cost to install a 2nd elevator has been submitted.

The weather station for the solar panel project will be installed during the week of January 2. The weather station will be installed on the roof of the main library to provide "local" weather information to the energy kiosk in the library lobby. The weather information currently displayed is from a weather station located at the Oakland Airport. It is expected that the installation be a one/two day project...hopefully painless. All plans and permits have already been secured.

The status of the request to the Public Works Department regarding a list of items that they maintain for the library buildings is currently unknown. Still waiting, no new information

Sunshine Ordinance. The Board received a copy of the City's new Sunshine Ordinance in the November Board Packet. At that time the Board was informed that the City Attorney's Office was the lead for developing the information and training required for compliance. The City Clerks Office recently sent an email with the following information:

"The City Council adopted a Sunshine Ordinance to enhance openness and transparency in government. The ordinance takes effect February 1, 2012. All employees and officials required to file a Form 700 must sign an annual declaration under penalty of perjury that they have read the Sunshine Ordinance and have attended, or will attend when next offered, a training session on the Sunshine Ordinance. The City Attorney's office is conducting training on Wednesday, January 18th from 2:00 to 3:00 p.m. in the City Hall Council Chambers and Thursday, January 19th from 10:00 to 11:00 a.m. also in the Chambers. If you cannot make either of these training dates, the City Attorney's office will have a recording of the training available for you to watch.

Please read the attached Sunshine Ordinance and complete and return the attached declaration to the City Clerk's office by Wednesday, February 1, 2012. Thank you."

I have inquired whether or not the recorded training can be uploaded to the City's web site for viewing since many Board & Commission members work full time and may not be able to attend the trainings which are both scheduled during the work day. I have not yet received a response, I may know more by the Library Board meeting date.

For your convenience, another copy of the Sunshine Ordinance is included in this Board Packet, as is the Declaration page which each of you must sign and submit by February 1, 2012.

California State Budget Reductions to Public Libraries. On December 13, 2011, the lobbyists for the California Library Association and the State Library notified the public libraries that the budget trigger would be pulled and no state funding would be realized for FY 2011-12. I have enclosed a copy of the notification from the lobbyists in the Board Packet. The State Librarian has since met with key library cooperative coordinators around the state and has is planning a Library Directors Summit in January to discuss the next steps and how library services/programs can continue or be modified with this shortfall. Just after the first of the year notification of the summit was received. The Summit has been scheduled on Tuesday, January 17 in Sacramento. I am already registered to attend. I will report back to the Library Board in February after attending the Summit. Alameda is extremely fortunate to have the support of the Library Foundation and the Friends of the Library to fund Alameda Reads, and the support of our local cooperative, BALIS, who has a reserve fund that allows us to continue the inter-library transfers of materials at no additional cost beyond our annual membership fee.

Strategic Plan Update. December was a short work month since the last Board meeting with the holiday closures and many staff members on vacation, as a result, only one Strategic Plan Goal will be discussed this month. The January Board Packet includes a Strategic Plan Update on Goal #11 which is about the library literacy program, Alameda Reads.

Library Foundation. The Foundation did not meet in December.

All Foundation members are busy selling tickets to the February concert. Tickets are available from Dewey's Friends Café; Books Inc., online at Brown Paper Tickets, or from me. Thank you to those who have already purchased tickets, it will be an awesome concert!

The next Foundation meeting will be on Monday, January 23 in the Family Study Room at 7:00 p.m.

Friends of the Library. The Friends did not meet in December.

Just a reminder, the Friends cookbook project is still in the works. It is not too late to submit a recipe or two for inclusion in their new cookbook. Deadline for submissions is January 23.

The next Friends meeting will be on Monday, January 23 in Stafford Room B at 7:30 p.m.

Alameda Reads. In December Alameda Reads focused on developing a full roster of small group classes. All classes are open to Alameda Reads learners and tutors. The classes are an important way to enhance learning and to refresh the tutors' tutoring skills. A new class will begin in January, called Healthy Living. This 6-week class will cover health-related issues with the goal of helping learners with life-skills reading, writing and math. There will also be a 6-week class series covering basic computer skills using Microsoft Word, email and the Internet. These classes will also teach learners how to use the Co-Writer software in various applications.

Literacy Director Sue Mark is meeting with the Program Directors of other literacy programs in the area to learn how difference programs operate. Alameda Reads has also been receiving referrals from the Regional Center of the East Bay. In addition to their improving their literacy skills, these learners also face significant challenges in managing their lives on a day-to-day basis. It is also significant that the learners who have interviewed at Alameda Reads from this program are mothers who are very concerned about their daughters. In one case, a new learner brought her adult daughter to the program to be assessed. In the other case, the mother wants to ensure that her 9 year old daughter, who has already been identified with learning challenges, has a better chance than she had to succeed in school. Both mothers are taking an important step to break the cycle of generational illiteracy.

Finally, Pat Gallagher, who has been the Alameda Reads Program Assistant for 20 years, is leaving Alameda Reads to pursue other interests. Sue will be working to find a replacement for Pat.

Activities and Events.

January 4 Celebrate German Holidays (children's program). 3:30 p.m. Main Library, Felker

Programming Room (also Jan 11, 18)

- January 4 Artists Reception: Ellen Dreibelbis and Patti Heimbürger. 6:00 p.m. Main Library, Stafford Room
- January 4 Lawyers in the Library. 6:00 p.m. Main Library, Reference Desk
- January 6 MAC Users Group. 10:00 a.m. Main Library, Stafford Room (also Jan 13, 20, 27)
- January 8 Self-Paced Computer Classes. 1:00 p.m. Main Library, Computer Lab (Every Sunday)
- January 8 Worlds of Wonder story time. <new> 2:00 p.m. Main Library, Felker Programming Room (Every Sunday)
- January 9 Alameda Library Book Club. 6:30 p.m. Main Library, Family Study Room
- January 10 Alameda Great Books Club. 7:00 p.m. Main Library, Family Study Room
- January 11 Library Board Meeting. 6:00 p.m. Main Library, Administrative Conference Room
- January 12 MOCHA Art Extravaganza. 3:30 p.m. West End Library
- January 18 A Balloon Flight Over Webster Street. 6:30 p.m. Main Library, Stafford Room
- January 21 Family Game Day. 2:00 p.m. Main Library, Felker Programming Room
- January 25 Art of the Silk Road: Docent Talk. 6:30 p.m. Main Library, Stafford Room
- January 26 Family Game Day. 3:30 p.m. Bay Farm Island Library
- January 26 Mandarin Story Time. (new) 3:30 p.m. Main Library, Felker Programming Room

If you have any questions about the items to be considered at the Board meeting, or if you would like to discuss these or any other items, please email me at jchisaki@ci.alameda.ca.us or give me a call at 747-7747. I look forward to seeing you on Wednesday evening.

Sincerely,



Jane Chisaki
Library Director